

SPF SIG Focus Group Tool #8  
Focus Group Facilitator Form

---

---

Use this form as a “cheat sheet” for facilitator of the focus groups.

Focus Group: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Facilitator: \_\_\_\_\_ Facilitator Phone: \_\_\_\_\_  
Assistant Facilitator: \_\_\_\_\_ Assistant Facilitator Phone: \_\_\_\_\_

Prior to Participants Arriving

- ☐ Arrive half an hour early.
- ☐ Make sure signage to room is put up.
- ☐ Set out food and paperwork.
- ☐ Make sure tape recorder is working and ready.
- ☐ Set up room (chairs in a circle, etc.)
- ☐ Post ground rules.
- ☐ Make sure you have the incentive.

After Participants Arrive

- ☐ Welcome participants, offer them food, help make name tents.
- ☐ Give them pre-group paperwork (consent & information forms). Check them off on the roster.
- ☐ Offer to answer questions about the consent form.
- ☐ Collect pre-group forms and review for completeness.
- ☐ Begin group. Welcome everyone and introduce yourself and the assistant.
- ☐ Explain purpose and format of the focus group.
- ☐ Go over ground rules.

☐ Icebreaker activity. Try to limit to 10 minutes.

☐ Questions to ask:

1. Insert question
2. Insert question
3. insert question
4. insert question
5. insert question
6. insert question
7. insert question
8. insert question
9. insert question
- 10.insert question

At the End of the Focus Group:

- ☐ Thank everyone for attending.
- ☐ Pass out and collect exit form.
- ☐ Hand out incentive.

After Participants Leave:

- ☐ Debrief with assistant facilitator with tape running.
- ☐ Label tapes with focus group name and date.
- ☐ Return room to normal state.